

Navy Advancement Center

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Advancement Handbook for Disbursing Clerk

This Advancement Handbook was last revised on: August 1999

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Disbursing Clerk (DK) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for DK3

Advancement Handbook for DK3

General DK <i>Skill Area</i>	PAYS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify and process special and incentive pay documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand special and incentive pay entitlements • Understand conditions affecting entitlement to special and incentive pay • Process special and incentive pay transactions • Understand LES and MMPA changes resulting from special and incentive pay transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 5 through 24 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Parts 1 and 2 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about special and incentive pay entitlements, entitlement start and stop dates, entitlement computation, the processing of entitlement transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	PAYS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify, compute, and process bonuses
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand bonus entitlements • Understand conditions affecting entitlement to bonuses • Process bonus transactions • Compute bonus entitlement • Understand LES and MMPA changes resulting from bonus transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 5, 6, 9, 12, 20, and 21 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 1 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about bonus entitlements, bonus entitlement start and stop dates, bonus computation, the processing of bonus transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Basic Allowance for Housing (BAH) entitlement and process BAH documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute BAH entitlement • Understand conditions affecting BAH entitlement • Process BAH transactions • Understand LES and MMPA changes resulting from BAH transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 26 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about BAH entitlement, BAH start and stop dates, BAH computation, the processing of BAH transactions and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Basic Allowance for Subsistence (BAS) entitlement and process BAS documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute BAS entitlement • Understand conditions affecting BAS entitlement • Process BAS transactions • Understand LES and MMPA changes resulting from BAS transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 25 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about BAS entitlement, BAS start and stop dates, BAS computation, the processing of BAS transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Family Separation Allowance (FSA) entitlement and process FSA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute FSA entitlement • Understand conditions affecting FSA entitlement • Process FSA transactions • Understand LES and MMPA changes resulting from FSA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 27 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about FSA entitlement, FSA start and stop dates, FSA computation, the processing of FSA transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and process clothing allowance documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand clothing allowance entitlement • Understand conditions affecting clothing allowance entitlement • Process clothing allowance transactions • Understand LES and MMPA changes resulting from clothing allowance transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 29 and 30 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about clothing allowance entitlement, clothing allowance start and stop dates, the processing of clothing allowance transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Cost Of Living Allowance (COLA) entitlements and process COLA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute COLA entitlement • Understand conditions affecting COLA entitlement • Process COLA transactions • Understand LES and MMPA changes resulting from COLA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapters 8, 9, and Appendix J (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 28 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about COLA entitlement, COLA start and stop dates, COLA computation, the processing of COLA transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Overseas Housing Allowance (OHA) entitlements and process OHA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute OHA entitlement • Understand conditions affecting OHA entitlement • Process OHA transactions • Understand LES and MMPA changes resulting from OHA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 and Appendix K (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 28 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about OHA entitlement, OHA start and stop dates, OHA computation, the processing of OHA transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Temporary Lodging Allowance (TLA) entitlements and process TLA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute TLA entitlement • Understand conditions affecting TLA entitlement • Process TLA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 (NAVSOP-6034) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Appendix C • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 28 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about TLA entitlement, TLA start and stop dates, TLA computation, the processing of TLA transactions.

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General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Move-In Housing Allowance (MIHA) entitlements and process MIHA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute MIHA entitlement • Understand conditions affecting MIHA entitlement • Process MIHA transactions • Understand LES and MMPA changes resulting from MIHA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 and Appendixes K and N (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 28 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about MIHA entitlement, MIHA start and stop dates, MIHA computation, the processing of MIHA transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	MISCELLANEOUS PAYMENTS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compute and process discharges and separations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand separation pay entitlements (including Lump Sum Leave [LSL], severance pay, contract cancellation pay, etc.) • Understand conditions affecting entitlement to separation pay entitlements • Process separation documents (including retired/retainer pay data forms, retired pay computation requests, and separation worksheets) • Process separation transactions (including “what-if” separation forecasting) • Understand LES and MMPA changes resulting from separation transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 35 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide Part 1 • Defense Finance and Accounting Service – Cleveland Center DJMS Field User’s Guide to On-Line Verbs • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the processing and computation of LSL and any of the current separation and severance payments. You can also expect questions on forecasting, processing, and computing separations, and the resultant changes reflected on the LES and MMPA.</p>
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General DK <i>Skill Area</i>	MISCELLANEOUS PAYMENTS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compute and process advance payments
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute advance payment entitlements (including advance pay on permanent change of station, advance pay and allowances, advance pay of housing allowances, and advance pay on dependent allotments.) • Understand conditions affecting advance payment entitlement • Process advance payment transactions • Understand LES and MMPA changes resulting from advance payment transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 32 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 4 • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 (NAVSO P-6034) • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about entitlement to advance payments, advance computation, advance repayment schedules and reschedules, repayment start and stop dates, the processing of advance payment transactions, and the changes to the LES and MMPA resulting from those transactions.</p>
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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Compute tax withholding and process related documents and transactions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and be able to compute taxes (including Federal Insurance Contribution Act [FICA] withholding and Federal and State Income Tax Withholding [FITW and SITW]) • Understand conditions which effect taxability • Process tax withholding transactions and documents (including TD Forms W-2, W-4, W-5, and DD Form 2058) • Process Combat Zone Tax Exclusion (CZTE) transactions • Process Non-Resident Alien (NRA) transactions • Understand LES and MMPA changes resulting from tax transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 44 and 45 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 7 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about tax regulations, tax computation, the processing of tax transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process allotment authorizations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand the various types of allotments and their applicable regulations • Understand conditions which effect allotment eligibility • Process allotment transactions and documents • Understand LES and MMPA changes resulting from allotment transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 41, 42, and 43 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 6 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about allotment regulations, the processing of allotment transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process miscellaneous deductions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand the various types of miscellaneous deductions (Montgomery GI Bill [MGIB]), TRICARE Family Member Dental Plan (TRICARE-FMDP), Armed Forces Retirement Home (AFRH), and Servicemember's Group Life Insurance (SGLI), etc.) and their applicable regulations • Understand conditions that affect miscellaneous deduction commencement and termination dates • Process miscellaneous deduction transactions and documents • Understand LES and MMPA changes resulting from allotment transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 46, 47, 51, and 54 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 7 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the various miscellaneous deductions, the processing of their related transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and process Court Memoranda
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand the various actions reportable on the Court Memoranda • Compute the pay changes and apply the rules associated with forfeitures, fines, and reductions in rate reported on the Court Memoranda • Verify Court Memoranda transactions and documents • Understand LES and MMPA changes resulting from Court Memoranda transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 48 and 49 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 7 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about forfeitures, fines, reductions in rate, and Court Memoranda transactions, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and process Unauthorized Absentee (UA) and deserter pay accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand the various means of accounting periods of UA for other lost time • Compute the pay changes, Active Duty Base Date, and Pay Date for members with lost time • Verify transactions and documents reporting UA and other lost time • Understand LES and MMPA changes resulting from reporting periods of UA and other lost time
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 3 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 1 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the effects of periods of UA on pay and allowances, computation of the ADSD and Pay dates, the transactions used to report periods of UA and other lost time, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process indebtedness documents and transactions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Determine the precedence of pay deductions and collections • Identify the various types of indebtedness and determine the maximum involuntary pay collection rate associated with each • Process pay adjustment authorizations • Process remissions, cancellations, and requests for waiver of indebtedness • Compute indebtedness liquidation schedules • Process transactions and documents reporting indebtedness and associated liquidation schedules • Understand LES and MMPA changes resulting from processing indebtedness transactions
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on indebtedness types, the maximum rate of allowable involuntary collections, the precedence of pay deductions and collections, the documents and transactions used to report indebtedness, establish repayment schedules, and request waivers, and the changes to the LES and MMPA resulting from those transactions.

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General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify and process reporting endorsements, detaching endorsements, and leave transactions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Verify and process leave transactions• Verify and process reporting endorsement transactions• Verify and process detaching endorsement transactions• Compute elapsed time• Determine entitlement start and stop dates as they relate to PCS transfers• Identify entitlements which stop and/or stop as a result of processing the reporting and detaching endorsement transactions• Identify related transactions which must be completed when processing a PCS transfer which are not already covered under the reporting and detaching endorsements• Understand LES and MMPA changes resulting from processing reporting, detaching, and leave transactions

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General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Reconcile pay accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Reconcile LESs • Verify outstanding transaction files • Review MMPA accounts • Access MMPA data via MMPA access and through the use of on-line verbs • Understand LES and MMPA changes resulting from entitlement transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Parts 1, 3, and 9 • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 1 and 5 (DFAS-CL 1340.53-M-3) • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide • Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about LES review and reconciliation, outstanding transaction verification, MMPA account review, the review of MMPA data via MMPA access and the use of on-line verbs, and the changes reflected on the LES and MMPA resulting from entitlement transactions.

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General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process casual and partial payments
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Process casual and partial payments • Compute net pay due • Establish temporary pay accounts • Process payment transactions • Understand LES and MMPA changes resulting from payment transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 2 and 32 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 3 and 4 (DFAS-CL 1340.53-M-3) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Parts 1 and 4 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about processing casual and partial payments, computing net pay due, establishing temporary pay accounts, processing payment transactions, and understanding LES and MMPA changes resulting from those payment transactions.

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General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Print and distribute payroll pay products and system reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Produce payroll system reports • Produce and distribute NPAs, LESs, and other pay products • Be familiar with the content and use of payroll system reports, NPAs, LESs, and other pay products
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 9 • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 7 and 8 (DFAS-CL 1340.53-M-3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the production, distribution, and use of payroll system reports, NPAs, LESs, and other pay products.

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General DK <i>Skill Area</i>	RESERVES
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compute, process, and pay entitlements to Reservists on Active Duty (other than extended Active Duty)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the various types of duty performed by Reservists, and determine their entitlements under each • Identify how the duration of Active Duty can effect pay entitlements • Compute, process, and report payment of Reservists
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M), Part 8 • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 56 and 57 (DoD 7000.14-R) • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 7 (NAVSO P-6034)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how the duration of Active Duty can effect pay entitlements, about entitlements for Reservists under various types of orders, about the documentation required to support those entitlements, and the payment and reporting procedures associated with each period of Active Duty.

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General DK <i>Skill Area</i>	TRAVEL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compute and liquidate travel claims
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Determine travel entitlements • Compute and process travel advances • Compute per diem • Compute leave, travel, and proceed time • Process Dislocation Allowance (DLA) • Verify and process Temporary Lodging Expenses (TLE) • Process letters of notification for travel claim overpayment • Breakdown and distribute travel documents
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapters 1 through 7 and Appendix A (NAVSOP-6034) • Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the computation of and the entitlement, under certain circumstances, to per diem, miscellaneous expenses, TLE, DLA. You can also expect questions concerning the liquidation of travel claims, document breakdown and distribution, and the processing of travel claim overpayments.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	VOUCHERS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, verify, and process disbursement and collection vouchers
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the various types of disbursement and collection vouchers and their purposes • Understand the roles of accountable and certifying officials in voucher documentation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M), Part 8 • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Introduction and Chapters 10, 11 and 33 (DoD 7000.14-R) • Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center Accounting Classifications (DFAS-CL [NAVSO P] 1000.2-M)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the various collection and disbursement vouchers and their uses, and accountable and certifying officials and their functions.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	VOUCHERS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify accounting data
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The construction of PCS and TAD accounting data, and the purposes of each of the individual elements • Demonstrate a working knowledge of subhead, object class, and FAN entries • Be aware of procedures to follow when errors are detected in accounting data in vouchers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center Accounting Classifications (DFAS-CL [NAVSO P] 1000.2-M) • Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the construction and purposes of each of the individual elements of PCS and TAD accounting, the content, construction, and meaning of subhead, object class, and FAN entries, and what procedures should be followed when errors are detected in accounting data in vouchers.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare checks and supporting documentation.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Rules regarding check preparation• Check reporting procedures• Check destruction procedures• Recertified check procedures• Check cancellation procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 7, 8, and 9 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules regarding check preparation and distribution, check reporting procedures, check destruction procedures, recertified check procedures, and check cancellation procedures.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Cash negotiable instruments
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Rules regarding exchange of cash for negotiable instruments • Personal check cashing procedures • Procedures and handling of dishonored checks • Procedures for removal of deficiencies
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 3 and 4 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules regarding exchange of cash for negotiable instruments, personal check cashing procedures, Procedures and handling of dishonored checks, and procedures for removal of deficiencies

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and document deposits.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Deposit ticket preparation • Deposit requirements • Deposit frequency • Deposit transactions, shipments, and transfers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 5 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules regarding deposit ticket preparation, deposit requirements, deposit frequency, deposit transactions, shipments, and transfers.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process Automated Teller Machine (ATM) accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Rules used to establish, change, verify, and close ATM accounts • Understand ATM security levels
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 26 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about ATM security levels and the rules used to establish, change, verify, and close ATM accounts.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process and transfer Split Pay Option (SPO) payrolls to the Automated Teller Machine (ATM)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Process SPO payrolls • Transfer SPO payrolls to the ATM system • Release of SPO amounts not transferred to the ATM system • MMPA entries and held pay statuses related to SPO participation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 4 • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 26 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Section 3 (DFAS-CL 1340.53-M-3) • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation and processing of SPO payrolls, the procedures used to transfer SPO payrolls to the ATM system, the MMPA entries and held pay statuses associated with SPO participation, and the release SPO amounts not released to the ATM system.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain Automated Teller Machines (ATMs).
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Rules and procedures followed to replenish ATMs • Perform ATM systems functional checks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 26 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules and procedures followed to replenish ATMs and questions regarding ATM system functional checks.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Report irregularities in disbursing accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify irregularities in disbursing accounts • Understand reporting requirements and reporting procedures regarding account irregularities • Identify major and minor physical losses of funds
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 6, and Appendices A and C (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about major and minor physical losses of funds, the different types of irregularities in disbursing accounts, and the reporting requirements and procedures associated with them.

Advancement Handbook for DK3

General DK <i>Skill Area</i>	FINANCIAL RECORDS AND RETURNS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare transmittal of statements and vouchers.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify documents which comprise financial returns • Sort and assemble financial returns documents • Prepare the transmittal of statements and vouchers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 20 and 21 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the documents that comprise financial returns, the order in which financial returns documents are assembled, and the preparation of the transmittal of statements and vouchers.

Part 2

Advancement Handbook for DK2

Advancement Handbook for DK2

General DK <i>Skill Area</i>	ALLOWANCES
<i>A skill</i> you are expected to perform from the General Skill Area above:	Verify and compute Interim Housing Allowance (IHA) entitlements and process IHA documents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute IHA entitlement • Understand conditions affecting IHA entitlement • Process IHA transactions • Understand LES and MMPA changes resulting from IHA transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 and Appendix K (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 28 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 3 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about IHA entitlement, IHA start and stop dates, IHA computation, the processing of IHA transactions, and the changes to the LES and MMPA resulting from those transactions.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	MISCELLANEOUS PAYMENTS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify and process death gratuity claims
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Verify death gratuity claims • Understand conditions affecting death gratuity payment • Process death gratuity payments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 36 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 1, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about entitlement to and the processing of death gratuity payments.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	MISCELLANEOUS PAYMENTS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process dependents' emergency evacuation pay
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand and compute dependents' emergency evacuation pay • Understand conditions affecting entitlement to dependents' emergency evacuation pay • Process dependents' emergency evacuation pay • Determine dependents' emergency evacuation pay repayment schedules • Understand LES and MMPA changes resulting from payment of dependents emergency evacuation pay
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 32 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 4 • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 9 (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures, Chapter 7 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about entitlement, computation, processing, and advance repayment schedules concerning dependents' emergency evacuation pay transactions, and the changes to the LES and MMPA resulting from those transactions.</p>
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Advancement Handbook for DK2

General DK <i>Skill Area</i>	DEDUCTIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process IRS notices of tax levy on wages, salary, and other income
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand disbursing actions required upon receipt of tax levy documents • Process tax levy documents (including IRS Forms 668-W(c) and 2159) and associated debt transactions • Understand LES and MMPA changes resulting from tax transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapter 44 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 7 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about tax levy documents, the disbursing actions required upon receipt of those documents, the processing of tax levy transactions, and the changes to the LES and MMPA resulting from those transactions.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce and verify standard disbursing system and management reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Produce standard disbursing system and management reports • Verify standard disbursing system and management reports • Be familiar with the content and use of standard disbursing system management reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide Appendix B • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 6, 7, and 8 (DFAS-CL 1340.53-M-3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the production, verification, content, and usage of standard disbursing system and management reports.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Transmit and receive disbursing data via automated systems
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understand the steps between creation of transactions and the release of transmittals to DFAS • Understand how to transmit/receive disbursing data via automated systems • Produce and distribute the Document Transmittal List (DTL) • Be able to track transmitted transactions from release through posting to the MMPA • Understand the changes to system files and the payroll system as a result of transmitting transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Part 9 and Appendix B • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 2, 4, and 10 (DFAS-CL 1340.53-M-3)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about transaction creation, transmittal release, transmittal tracking, DTL preparation, content, and distribution, and the system files and the payroll system as a result of transmitting transactions.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify and process check reporting documentation
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Verify and process month end check issue summary reports • Prepare and process checking account returns • Verify and process unavailable check cancellation claims • Establish and maintain the recertified check register
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 7, 8, and 9 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the rules regarding month end check issue summary reports, checking account returns, unavailable check cancellation claims, and the recertified check register.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue and collect funds (ship's store operations, food service cashiers, etc.)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Issue change funds • Collect change funds • Document advances to agents and cashiers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Chapters 2 and 3, Disbursing Policy and Procedures (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of agents and cashiers to whom advances can be made, requirements of establishing those positions, limits on funds advanced, and the proper documentation of those advances.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and verify Automated Teller Machine (ATM) reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• ATM report preparation procedures• ATM report preparation frequencies• ATM report content
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 26 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about ATM report preparation procedures, report preparation frequencies, and report content.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform and record foreign currency transactions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Perform and record foreign currency exchanges • Prepare foreign currency purchase documents • Prepare foreign currency disposition documents • Prepare foreign currency gain or loss documents • Prepare foreign currency reports • Document Limited Depositary Checking Account (LDA) transactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 12 through 16 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the record of foreign currency exchange transactions, foreign currency reports, the purchase of foreign currency, the disposition of foreign currency, documentation of foreign currency gains and losses, foreign currency reports, and LDA transactions.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Report false, fictitious, and fraudulent claims
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify false, fictitious, and fraudulent claims • Understand reporting requirements and reporting procedures regarding false, fictitious, and fraudulent claims • Understand information requirements for investigating officers regarding fraud in disbursing accounts
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 6 and 25 and Appendices A and C (DoD 7000.14-R) • Joint Federal Travel Regulations, Volume 1, Uniform Service Members, Chapter 2, Part F (NAVSO P-6034) • Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures, Chapter 8 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how to identify and report false, fictitious, and fraudulent claims, and about investigating officer information requirements regarding fraud in disbursing accounts.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FINANCIAL RECORDS AND RETURNS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Balance daily agent accountability summaries
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Prepare and verify the documents that comprise daily agent accountability summaries
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 19 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the documents that comprise the daily agent accountability summaries, their preparation, their required frequency, the documents that should be submitted with them, their assembly, and their safekeeping requirements.

Advancement Handbook for DK2

General DK <i>Skill Area</i>	FINANCIAL RECORDS AND RETURNS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare financial returns
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify documents which comprise financial returns • Sort and assemble financial returns documents • Balance daily agent accountability summaries • Balance the disbursing officer's accountability • Prepare the detailed analysis of cash and other assets • Prepare the statement of accountability • Prepare the message report of the statement of accountability and disbursements and collections • Prepare financial returns for mailing • Dispose of retained financial records and returns
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 19, 20, and 21 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the documents that comprise the financial returns, their preparation, and their content. You can also expect questions regarding the balancing of the daily agent accountability summaries and the disbursing officer's accountability. Questions may be asked regarding the preparation of the detailed analysis of cash and other assets, the statement of accountability, the message report of the statement of accountability and disbursements and collections. Also, you can anticipate questions about the order in which financial returns documents are assembled, prepared, and mailed and the disposition of retained records.</p>

Part 3

Advancement Handbook for DK1

Advancement Handbook for DK1

General DK <i>Skill Area</i>	PAY ACCOUNT MAINTENANCE
A <i>skill</i> you are expected to perform from the General Skill Area above:	E6 Resolve pay transaction discrepancies, rejects, and management notices using SYSTEM MANAGEMENT FOR REJECTED TRANSACTIONS (SMART)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Know the parts of the JDC output and their content • Download the JDC output • Apply the JDC output to UMIDS and EARS databases • Use SMART to work discrepancies, rejects, and management notices • Utilize MMPA access and on-line DJMS verbs to research additional information regarding discrepancies, rejects, and management notices
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Appendices B, I, and J • Defense Finance and Accounting Service – Indiana Center Evaluation and Analysis Reports System (EARS) User Manual • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide • Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs • Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual, Sections 6, 7, 8, and 10 (DFAS-CL 1340.53-M-3)

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the JDC output, its content, its download, and its application to the UMIDS and EARS databases. You can also expect questions on the use of SMART to work discrepancies, rejects, and management notices and the use of MMPA access and on-line DJMS verbs to research additional information regarding discrepancies, rejects, and management notices.</p>
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Advancement Handbook for DK1

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Procure checks
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Inventory check stock • Determine on hand check inventory requirements • Identify check order sources • Identify emergency check order sources • Prepare check print order form • Perform post-receipt check order verification
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 7 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions regarding check inventories, on-hand check stock requirements, regular and emergency check stock sources, the preparation and distribution of the check print order form, and the requirements of the post-receipt check order verification.

Advancement Handbook for DK1

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Account for and review safe keeping deposits.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Process safe keeping deposit documentation • Know the various authorized types of safe keeping deposits • Identify the objects which may be held in safe keeping • Know procedures regarding deposit, withdrawal, and disposition of safe keeping deposits • Determine safe keeping deposit safeguard requirements • Be aware of procedures to follow in the event of the loss of the property held in safekeeping
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 27 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on safekeeping deposit documentation, the various authorized types of safe keeping deposits, the objects that may be held in safe keeping, the procedures regarding deposit, withdrawal, and disposition of safekeeping deposits, safe keeping deposit safeguard requirements, and the procedures to follow in the event of the loss of the property held in safe keeping.

Advancement Handbook for DK1

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Discover, document and resolve irregularities in disbursing accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify irregularities in disbursing accounts • Follow reporting requirements and reporting procedures regarding account irregularities • Identify major and minor physical losses of funds • Understand and be ready to assist in cash verification team procedures, check-off list processing, and finalization • Understand and be ready to assist in investigating officer responsibilities
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 6 and Appendices A and C (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about major and minor physical losses of funds, the different types of irregularities in disbursing accounts, and the reporting requirements and procedures associated with them. You can also expect questions about cash verification team procedures, check-off list processing, and finalization, and investigating officer responsibilities.

Advancement Handbook for DK1

General DK <i>Skill Area</i>	FINANCIAL RECORDS AND RETURNS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare daily statement of accountability
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Review all documents that comprise the daily agent accountability summaries • Prepare the daily statement of accountability
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 19 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the documents that comprise the daily agent accountability summaries and the daily statement of accountability, their preparation, their required preparation frequency, the documents that should be submitted with them, their assembly, and their safekeeping requirements.

Advancement Handbook for DK1

General DK <i>Skill Area</i>	FINANCIAL RECORDS AND RETURNS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare disbursing officer commencement and relieving letters
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Prepare disbursing officer commencement and relieving letters
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 2 and 22 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation, content, and distribution of disbursing officer commencement and relieving letters.

Part 4

Advancement Handbook for DKC

Advancement Handbook for DKC

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Distribute cash funds to agents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Ensure agents are properly appointed and are authorized to hold funds at personal risk • Ensure agents meet adequate cash safeguarding requirements • Ensure cash authorized and cash advanced does not exceed limits • Collect and balance funds from agents and verify turn-in documents
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapters 3 and 19 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions regarding agents, their proper appointment, their authority to hold funds, the proper safeguarding of their cash, and the required turn-in frequency and documentation.

Advancement Handbook for DKC

General DK <i>Skill Area</i>	FISCAL OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Estimate cash requirements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Determine cash requirements • Obtain authority to hold cash • Identify the routine and special circumstances which can allow temporary or permanent increases in the amount of authorized cash • Ensure adequate cash safeguarding requirements are met • Determine requirements necessary to safeguard funds in transit
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures, Chapter 3 (DoD 7000.14-R)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions regarding cash requirements, the authority to hold cash, the routine and special circumstances which can allow temporary or permanent increases in the amount of cash authorized, the safeguarding of cash, and the actions necessary to protect funds in transit.

Appendix A

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
DK3	DFAS-CL Accounting Classifications	Defense Finance and Accounting Service – Cleveland Center Accounting Classifications (DFAS-CL [NAVSO P] 1000.2-M)	All	Note 1
	DFAS-CL DJMS Field User's Guide to On-Line Verbs	Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs	All	Note 2
	DFAS-CL DJMS MMPA Guide	Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide	All	Note 2
	DFAS-CL DJMS PTG	Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide	Parts 1-4, 6-9, and Appendices C and J	Note 2
	DFAS-CL PAYPERSMAN	Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M)	Part 8	Note 2
	DFAS-CL UMIDS DJMS-AC User Manual	Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual (DFAS-CL 1340.53-M-3)	Sections 1, 3-5, 7 and 8	Note 2
	DFAS-IN EARS User Manual	Defense Finance and Accounting Service – Indianapolis Center Evaluation and Analysis Reports System (EARS) User Manual	Not used	Note 2
	DoDFMR Volume 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures (DoD 7000.14-R)	Chapters 3-11, 20-21, 26, and 28-33	Note 3
	DoDFMR Volume 7A	Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and	Chapters 2-3, 5-32, 35, 41-52, 54, and 56-57	Note 3

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
		Procedures, Active Duty and Reserve Pay, (DoD 7000.14-R)		
	DoDFMR Volume 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R)	All	Note 3
	JFTR, Volume 1	Joint Federal Travel Regulations, Volume 1, Uniform Service Members, (NAVSO P-6034)	All	Note 1 Note 4
	SECNAVINST 7220.38	Remission of Indebtedness or Waiver of the Government's Claim Arising From Erroneous Payments Made To or On Behalf of Members of the Naval Service	All	Note 5
DK2	DFAS-CL Accounting Classifications	Defense Finance and Accounting Service – Cleveland Center Accounting Classifications (DFAS-CL [NAVSO P] 1000.2-M)	All	Note 1
	DFAS-CL DJMS Field User's Guide to On-Line Verbs	Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs	All	Note 2
	DFAS-CL DJMS MMPA Guide	Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide	All	Note 2
	DFAS-CL DJMS PTG	Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide	Parts 1-4, 6-9, and Appendices B, C, and J	Note 2
	DFAS-CL PAYPERSMAN	Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M)	Part 8	Note 2
	DFAS-CL UMIDS DJMS-AC User Manual	Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual	Sections 1, 3-5, 7-8, and 10	Note 2

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
		(DFAS-CL 1340.53-M-3)		
	DFAS-IN EARS User Manual	Defense Finance and Accounting Service – Indianapolis Center Evaluation and Analysis Reports System (EARS) User Manual	Not used	Note 2
	DoDFMR Volume 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures (DoD 7000.14-R)	Chapters 2-16, 19-21, 25-26, and 28-33	Note 3
	DoDFMR Volume 7A	Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, (DoD 7000.14-R)	Chapters 2-3, 5-32, 35, 41-52, 54, and 56-57	Note 3
	DoDFMR Volume 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R)	All	Note 3
	JFTR, Volume 1	Joint Federal Travel Regulations, Volume 1, Uniform Service Members, (NAVSO P-6034)	All	Note 1 Note 4
	SECNAVINST 7220.38	Remission of Indebtedness or Waiver of the Government's Claim Arising From Erroneous Payments Made To or On Behalf of Members of the Naval Service	All	Note 5
DK1	DFAS-CL Accounting Classifications	Defense Finance and Accounting Service – Cleveland Center Accounting Classifications [DFAS-CL [NAVSO P] 1000.2-M)	All	Note 1
	DFAS-CL DJMS Field User's Guide to On-Line Verbs	Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs	All	Note 2
	DFAS-CL DJMS MMPA Guide	Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide	All	Note 2

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
	DFAS-CL DJMS PTG	Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide	Parts 1-4, 6-9, and Appendices B, C, I, J	Note 2
	DFAS-CL PAYPERSMAN	Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M)	Part 8	Note 2
	DFAS-CL UMIDS DJMS-AC User Manual	Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual (DFAS-CL 1340.53-M-3)	Sections 1, 3-5, 6-8, and 10	Note 2
	DFAS-IN EARS User Manual	Defense Finance and Accounting Service – Indianapolis Center Evaluation and Analysis Reports System (EARS) User Manual	All	Note 2
	DoDFMR Volume 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures (DoD 7000.14-R)	Chapters 2-16, 19-22, 25-26, 28-33, and Appendices A and C	Note 3
	DoDFMR Volume 7A	Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, (DoD 7000.14-R)	Chapters 2-3, 5-32, 35, 41-52, 54, and 56-57	Note 3
	DoDFMR Volume 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14-R)	All	Note 3
	JFTR, Volume 1	Joint Federal Travel Regulations, Volume 1, Uniform Service Members, (NAVSO P-6034)	All	Note 1 Note 4
	SECNAVINST 7220.38	Remission of Indebtedness or Waiver of the Government's Claim Arising From Erroneous Payments Made To or On	All	Note 5

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
		Behalf of Members of the Naval Service		
DKC	DFAS-CL Accounting Classifications	Defense Finance and Accounting Service – Cleveland Center Accounting Classifications (DFAS-CL [NAVSO P] 1000.2-M)	All	Note 1
	DFAS-CL DJMS Field User's Guide to On-Line Verbs	Defense Finance and Accounting Service – Cleveland Center DJMS Field User's Guide to On-Line Verbs	All	Note 2
	DFAS-CL DJMS MMPA Guide	Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide	All	Note 2
	DFAS-CL DJMS PTG	Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide	Parts 1-4, 6-9, and Appendixes B, C, I, J	Note 2
	DFAS-CL PAYPERSMAN	Defense Finance and Accounting Service – Cleveland Center Pay/Personnel Procedures Manual (DFAS-CL 3050.2-M)	Part 8	Note 2
	DFAS-CL UMIDS DJMS-AC User Manual	Defense Finance and Accounting Service – Cleveland Center Uniform Microcomputer Disbursing System DJMS-AC User Manual (DFAS-CL 1340.53-M-3)	Sections 1, 3-5, 6-8, and 10	Note 2
	DFAS-IN EARS User Manual	Defense Finance and Accounting Service – Indianapolis Center Evaluation and Analysis Reports System (EARS) User Manual	All	Note 2
	DoDFMR Volume 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures (DoD 7000.14-R)	Chapters 2-16, 19-22, 25-26, 28-33, and Appendixes A and C	Note 3
	DoDFMR Volume 7A	Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, (DoD	Chapters 2-3, 5-32, 35, 41-52, 54, and 56-57	Note 3

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
		7000.14-R)		
	DoDFMR Volume 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures (DoD 7000.14- R)	All	Note 3
	JFTR, Volume 1	Joint Federal Travel Regulations, Volume 1, Uniform Service Members, (NAVSOP P- 6034)	All	Note 1 Note 4
	SECNAVINST 7220.38	Remission of Indebtedness or Waiver of the Government's Claim Arising From Erroneous Payments Made To or On Behalf of Members of the Naval Service	All	Note 5
LEGEND: Note 1 – To order, MILSTRIP to NAVICP PHILA (Stock No. from NAVSUP P2002) or via INTERNET http://www.nll/navsup.navy.mil Note 2– To order, contact DFAS-CL Directorate for Financial Support Note 3 – INTERNET – http://www.dtic.mil/comptroller/finman01.html Note 4 – INTERNET - http://www.dtic.mil/perdiem Note 5 – INTERNET – http://neds.nebt.daps.mil/				